

## Overturing An Appraisal

Once a decision has been made in accordance with agency policy to change a rating on a completed appraisal, the appraisal can be overturned.

### Note:

Annual appraisals can only be overturned during the rating period (January 1 – March 31).

To overturn an appraisal, the Rater clicks on the “Overturn Completed Appraisals” link on their Home Page.

The Missouri State Employee Online Performance Appraisal System

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Wednesday, April 25, 2007 12:46:33 PM Welcome - DONNA PETERSON (CDS\Perform\_CDS) your role(s): [Rater](#)

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### Home Page

**Raters**

*My Employee List*

- [View My Current Employees](#)

*Performance Objectives*

- [Develop/Update Performance Objectives](#)
- [View All Objectives Pending Employee Review](#)

*Performance Appraisals*

- [Create New Appraisal](#)
- [Update Incomplete Appraisals / Overturn Completed Appraisals](#)
- [View Current Completed and Exempt Appraisals](#)
- [View All Completed Appraisals](#) Allows you to access existing appraisals within the current appraisal period.
- [View All Incomplete Appraisals](#)
- [Search Appraisals](#)

The Rater is taken to their list of appraisals. He or she will select the completed appraisal to open from the list by clicking the “Edit” link.

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[Home Page](#) > Select Performance Appraisal

### Select Appraisal

The following are existing appraisals within the current appraisal period.  
(4) appraisals

Edit	Employee Name	Job Title	Organization	Supervisor	Type	Appraisal Status	Date Modified
<a href="#">Edit</a>	AGGELER, CAROLYN A.	COMPUTER INFO TECH SPEC II	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Special	Complete	04/25/2007
<a href="#">Edit</a>	BERHORST, JOHN F.	COMPUTER INFO TECHNOLOGIST III	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Annual	In Progress	04/19/2007
<a href="#">Edit</a>	FIFE, BRENDA K.	COMPUTER INFO TECHNOLOGIST III	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Annual	Disapproved	04/19/2007
<a href="#">Edit</a>	REINSTEIN, BERT	COMPUTER INFO TECH SPEC I	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Annual	In Progress	04/20/2007

This opens the appraisal.

The Missouri State Employee Online Performance Appraisal System





Wednesday, April 25, 2007 12:48:30 PM
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[Home Page](#) > [Back To Appraisals](#)

**Edit Performance Appraisal**

**Employee Details**

Employee Name	AGGELER, CAROLYN A.	Job Title	COMPUTER INFO TECH SPEC II
Supervisor Name	PETERSON, DONNA	CIVS Description	UCP MERIT SYSTEM CLASSIFIED
Agency	OFFICE ADMINISTRATION-OPER	Percentage Fulltime	1.0
Organization	ITSD-SYSTEMS & PROGRAMMING	Months of Service	151.0

**Performance Appraisal Details**
[How to Evaluate and Rate Employee Performance Objectives](#)

Appraisal Type	Special	Rating Period	-	Overall Score	6.6
Appraisal Status	<a href="#">Complete</a>	Appraisal Date	4/25/2007 12:45:17 PM	Overall Rating	Successful

**1. Knowledge of Work**
Rating
● 1 ● 2 ● 3 ● 4 ● 5 ● 6 ● 7 ● 8 ● 9 ● 10

Comments:

CONDENSED SCREEN PRINT  
(Not all Performance Components are shown)

Overall Comments:

Appraisal Status [Complete](#)
Overall Score 6.6
Overall Rating Successful


[Calculate Only](#)
[Save](#)
[Submit](#)
[Exempt & Submit](#)
[Complete Appraisal](#)
[Overturn Appraisal](#)
[Attachments](#)
[View Sticky Notes](#)
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[Detail explanation about button functionality](#)

Please see "Detail explanation about button functionality" link below for information.

The Rater then clicks the “Overturn Appraisal” button at the bottom of the screen. A confirmation message is displayed.

Microsoft Internet Explorer


Have you received the approval to overturn this appraisal from the appropriate individual as defined by agency policy?

OK

Cancel

If the Rater clicks “Cancel”, the appraisal stays in completed status and remains unchanged. If the Rater clicks “OK” the appraisal status changes to “In Progress.” The Rater can then edit the appraisal and save it or submit it.

Appraisal Status [In Progress](#)

The appraisal must go back through the process of being approved by the Reviewer before it can be completed. For annual appraisals, this must be done before the rating period is over.